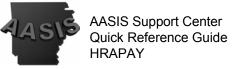**QRG**

AASIS Support Center
Quick Reference Guide

containing

Quick Reference Cards
(QRC)

for

Agency Payroll

HRAPAY

Version 1

QRG
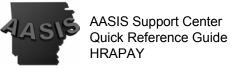
Version Control Sheet

Course: HRAPAY – Agency Payroll

Courseware Items: Quick Reference Cards

Change Summary

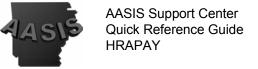Changes made to this document are summarized in the following table

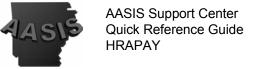| *DATE*	*CHANGE*	*REASON FOR CHANGE*	*Changed Pgs*
09/16/04	QRC's developed and published		

QUICK REFERENCE CARD INDEX

QRC 1
Time Evaluation Error Message Glossary (Page 1 of 7)

Below is a list of messages that are generated during time evaluation. These messages are sent to the Time Administrator's inbox.   Z1 through ZY can also be displayed using the Time Evaluation Message Display Report (Transaction Code PT_ERL00).

Warning messages are sent to the Time Administrator's inbox to provide information regarding an employee's time and leave. **Warning messages will not prevent an employee's time and leave from successfully processing through time evaluation. Messages viewed in the Time Evaluation Log will be yellow.**

Hard error messages are sent to the Time Administrator's inbox to provide information that an employee's time and leave have not successfully processed through time evaluation. **The errors must be corrected before a successful time evaluation can occur for the employee.   Messages viewed in the Time Evaluation Log will be red.**
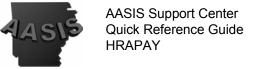
Message Number	Message	Explanation
Z1	EE Comp time has exceeded 200 hours	**Warning** message that an employee's compensatory time has exceeded 200 hours. This information can aid a supervisor in scheduling overtime since AASIS will automatically pay out all hours over 240.
Z2	EE Comp time has exceeded 400 hours	**Warning** message that an employee's (7K firefighter or law enforcement) compensatory time has exceeded 400 hours. This information can aid a supervisor in scheduling overtime since AASIS will automatically pay out all hours over 480.
Z3	Comp time>240/200, excess bal paid out!!	**Warning** message that an employee has automatically been paid for compensatory time exceeding 240/200 hours.

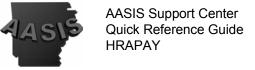(Continued)

QRC 1
Time Evaluation Error Message Glossary (Page 2 of 7)

Message Number	Message	Explanation
Z4	Comp time >480/400, excess bal paid out!!	**Warning** message that an employee has automatically been paid for compensatory time exceeding 480/400 hours.
Z5	EE Annual leave exceeded 200 hours	Quarterly **Warning** message that an employee's annual leave balance exceeds 200 hours. This information can aid a supervisor in scheduling time off so the employee will not lose hours in excess of 240 on December 31. Employees may also want to consider donating to the catastrophic leave bank if they cannot use the excess leave. This message will also be sent if a recalculation in time evaluation occurs during the quarter.
Z6	EE Annual leave exceeded 240 hours	Quarterly **Warning** message that an employee's annual leave balance exceeds 240 hours. This information can aid a supervisor in scheduling time off so the employee will not lose hours in excess of 240 on December 31. Employees may also want to consider donating to the catastrophic leave bank if they cannot use the excess leave. This message will also be sent if a recalculation in time evaluation occurs during the quarter.
Z7	EE Sick Leave exceeded 900 hours	Quarterly **Warning** message that an employee's sick leave balance exceeds 900 hours. Employees may want to consider donating sick leave in excess of 960 hours to the catastrophic leave bank prior to December 31. This message will also be sent if a recalculation in time evaluation occurs during the quarter.
Z8	EE Sick Leave exceeded 960 hours	Quarterly **Warning** message that an employee's sick leave balance exceeds 960 hours. Employees may want to consider donating sick leave in excess of 960 hours to the catastrophic leave bank prior to December 31. This message will also be sent if a recalculation in time evaluation occurs during the quarter.
Z9	Pub Holiday Bal not equal breakdown	**Warning** message that an employee has a public holiday balance that has not been assigned to an individual public holiday. Tutorials and Business Process Procedures are posted on AASIS website under Time & Leave Administration courseware.

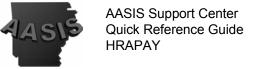(Continued)

QRC 1
Time Evaluation Error Message Glossary (Page 3 of 7)

Message Number	Message	Explanation
ZA	Extra Help EE TotWorking Hrs>900	**Warning** message that an extra help employee has worked more than 900 hours. This information is provided to monitor extra help hours worked to prevent employee from exceeding 1000 hours in the current fiscal year.
ZB	Extra Help EE TotWrk Hrs>1000!!!!!	**Warning** message that an extra help employee has worked more than 1000 hours in the current fiscal year. Time Administrators should notify supervisors so the employee can be terminated or transferred to a regular position. Those agencies with special language for number of hours an employee can work are not affected by this message.
ZC	Time Evaluation too far into future	**Warning** message that time evaluation has been run for a future date. AASIS does not allow time evaluation for future dates except in instances when State Payroll changes the payroll date due to a holiday that occurs on Monday. Rerun time evaluation for the current day. This will reset the time evaluation indicator.
ZD	Hours paid excess 40 was adjusted	**Warning** message that an employee's paid attendances and absences exceed 40 hours in a week. Verify that planned work schedule, absences, and attendances are correct. Make time entry corrections on the CATS timesheet if necessary.
ZE	EE Total Weekly Hrs Less Than Plan	**Warning** message that an employee's total weekly hours are less than their planned work schedule. Verify time entry to ensure that time entry is correct. Make time entry corrections on the CATS timesheet if necessary.
ZF	EE Total Pay Cycle Hrs<Plan Hrs	**Warning** message that an employee's total pay period hours are less than their planned work schedule. Verify time entry to ensure that time entry is correct. Make time entry corrections on the CATS timesheet if necessary.
ZG	PubHol Not able to Pay/Bank!!!	**Warning** message that an exempt employee is not eligible for holiday bank or pay. AASIS reads the last scheduled work day before a holiday and the next scheduled work day to determine eligibility.

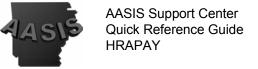(Continued)

QRC 1
Time Evaluation Error Message Glossary (Page 4 of 7)

Message Number	Message	Explanation
ZH	Hours paid excess 80 was adjusted	**Warning** message that an employee's paid attendances and absences exceed 80 hours in a pay period. Verify that planned work schedule, absences, and attendances are correct. Make time entry corrections on the CATS timesheet if necessary.
ZI	Negative EE, HLDY not allowed on PH	**Warning** message that an exempt employee has absence type HLDY entered on the timesheet on a public holiday. Correct the timesheet. Exempt employees are paid based on their planned work schedule. No entry is required.
ZJ	Negative EE, ATTN not allowed on PH	**Warning** message that an exempt employee has an attendance type ATTN entered on the timesheet on a public holiday. Correct the timesheet. Exempt employees who work on the holiday should enter attendance type WKHL to bank the holiday.
ZL	Invalid PSA/Work Week entered	**HARD ERROR** message that the Personnel Subarea (Infotype 0001) and the Planned Work Schedule (Infotype 0007) do not match. This prevents an employee's time from successfully being processed in time evaluation. Infotypes must be corrected before the employee can successfully run through time evaluation. These Infotype corrections are performed by the Agency Personnel Management role.
ZN	Not enough FMLA quota to deduct	**HARD ERROR** message that the employee does not have enough family medical leave quota to deduct. The family medical leave quota **must be created** in Infotype 2013 ("System Generated Leave (Quota) Corrections" BPP) **before** time entry on the timesheet. If the quota is not created an employee's time will not successfully process in time evaluation. To correct this message: 1. Delete FMLA absence types on the CATS timesheet. 2. Create the family medical leave quota (Infotype 2013). 3. Run time evaluation 4. Reenter the FMLA absence types on the CATS timesheet, approve, transfer and run time evaluation. The FMLA absence type will deduct from the leave quota and the family medical leave quota.

(Continued)

AASIS Support Center
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QRC 1
Time Evaluation Error Message Glossary (Page 5 of 7)

Message Number	Message	Explanation
ZO	Hours <20 hrs/wk (1000 hrs/yr.)	**Warning** message to provide information for the Benefits Administrator. This message will not be displayed in the time administrator's inbox.
ZP	Hours > 19 hrs/wk	**Warning** message to provide information for the Benefits Administrator. This message will not be displayed in the time administrator's inbox.
ZQ	Hours < 80 hrs/mth	**Warning** message to provide information for the Benefits Administrator. This message will not be displayed in the time administrator's inbox.
ZR	Hours >=80 hrs/mth	**Warning** message to provide information for the Benefits Administrator. This message will not be displayed in the time administrator's inbox.
ZS	TMS=9 w/OPEN schedule not allowed	**HARD ERROR** message that a non -exempt employee has an OPEN planned work schedule with time management status 9. This prevents the employee's time from successfully being processed through time evaluation. Correct the time management status to 1 in Infotype 0007. This Infotype correction is performed by the Agency Personnel Management role.
ZT	Only Use Schema ZM04 For Time Eval	**HARD ERROR** message that indicates time evaluation was run using a schema other than ZM04. This message should not appear unless the employee has another time evaluation error resulting from a recalculation into the period this message originally occurred. Correct the other time evaluation error and run time evaluation.
ZU	PubHoliday Not run properly, Rerun	**HARD ERROR** message that usually appears when a recalculation of time evaluation has been run into a prior period where a holiday occurred. Recalculate time evaluation back to the date of the holiday.

(Continued)

QRC 1
Time Evaluation Error Message Glossary (Page 6 of 7)

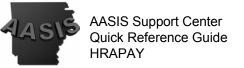| Message Number	Message	Explanation
ZV	IT2001 w FullDayInd. Absence24hr!	**HARD ERROR** message that occurs when changes have been made to the personnel subarea (exempt to non-exempt) and time has already been entered on the CATS timesheet. To uncheck the full day indicator: 1.Go to transaction PA61 and enter Infotype 2001 choose all as the period, click the overview icon and complete the following steps: 2.In the time fields enter time pairs (in and out time) for the number of hours in absence hours. 3.Green check (fields will change to red) 4.Delete the time pairs 5.Green check 6.Save (the full day indicator box should now be unchecked.
ZW	ATT/ABS not HLDY/WKHL on PH	**Warning** message that an absence type other than HLDY has been entered on the timesheet on a holiday for a positive reporting employee. Make the necessary change(s) to the timesheet.
ZX	Exempt EE, ATHL entered today not PH	**HARD ERROR** that exempt employee has attendance type ATHL entered on the timesheet on a day that is not a public holiday. The timesheet entry must be corrected.
ZY	EE PH Cum Bal Zero Mnt. 2012 record	**HARD ERROR** that HLDY was used on the timesheet and the Cumulated Time Evaluation Results Report (PT_BAL00) is showing zero hours for holiday breakdown. Create an infotype 2012 record for holiday hours and rerun Time Evaluation.

QRC 1
Time Evaluation Error Message Glossary (Page 7 of 7)

The following messages are hard errors and will stop an employee's time and leave from successfully processing in Time Evaluation.

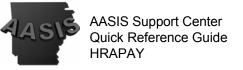| Message Identification	Message	Explanation
Technical Error type no 81	Date processing terminated for EE pern# name	Check Infotype 041 (Date Specifications). This Infotype is created and maintained by the Agency Personnel Management role.
Error Entry no 83 Error when creating absence quota	Change in earliest retroactive accounting for time eval not possible	Contact the AASIS Help Desk for assistance in resolving this error.
Collision between quota corrections of the same quota type	Collision between quota corrections of the same quota type	**HARD ERROR** which occurs when multiple Infotype 2013s (quota corrections) have been created for the same quota type with the same effective date. Verify information created in Infotype 2013 and make necessary corrections.
No entry in table T001P for Key	No entry in table T001P for Key	**HARD ERROR** where the hire date (action) has been changed. Agency must notify OPM Payroll
Technical Error type 57	No rule for key	**HARD ERROR** where a negative exist in the Cumulated Time Evaluation Results Report (PT_BAL00) and Hldy was entered on the timesheet. Infotype 2012 must be created to increase the holiday assignment to a positive number.

Please refer questions to the AASIS Help Desk at 683-2255 or use the Help Desk Request form on the AASIS web site at:
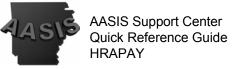http://aasis.state.ar.us/helpdeskform.php

QRC 2 - STATE CODES USED BY PECD IN AASIS

Page 1 of 8 Pages

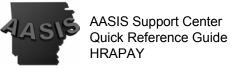| PECD Code	Agency Number	Agency Name
AA	0002	House of Representatives
AB	0005	Arkansas Senate
AD	0009	Legislative Audit
AE	0011	Arkansas Legislative Council
AL	0023	Administrative Office of the Courts
AM	0028	Office of Prosecutor Coordinator
AP	0032	Arkansas Supreme Court
AQ	0034	Office of the Governor
AV	0053	Office of Attorney General
AY	0063	Office of Secretary of State
BB	0069	Office of Treasurer of State
BF	0080	Arkansas Game & Fish Commission
BF01	0080	Arkansas Game & Fish Commission – Administration
BF02	0080	Arkansas Game & Fish Commission – Communications
BF03	0080	Arkansas Game & Fish Commission – Enforcement
BF04	0080	Arkansas Game & Fish Commission – Human Resources
BF05	0080	Arkansas Game & Fish Commission – Fiscal
BF06	0080	Arkansas Game & Fish Commission – Wildlife Management
BF07	0080	Arkansas Game & Fish Commission – Fisheries
BF08	0080	Arkansas Game & Fish Commission – Operational Services
BF09	0080	Arkansas Game & Fish Commission – Computer Services
BF10	0080	Arkansas Game & Fish Commission – Educational Services
BF11	0080	Arkansas Game & Fish Commission – Construction/Engineering & Real Estate
CE	0200	Abstractor's Board of Examiners
CF	0203	State Board of Public Accountancy

(Continued)

QRC 2 - STATE CODES USED BY PECD IN AASIS

Page 2 of 8 Pages

PECD Code	Agency Number	Agency Name
CG	0206	State Board of Architects
CH	0209	State Athletic Commission
CJ	0212	State Board of Barber Examiners
CK	0215	Arkansas Burial Association Board
CM	0221	State Board of Collection Agencies
CN	0224	Contractor's Licensing Board
CP	0227	State Board of Cosmetology
CR	0233	State Board of Embalmers/Funeral Directors
CS	0236	Board of Reg Prof Eng & Land Surveyors
CT	0239	BD of Registration for Foresters
CV	0245	Board of Message Therapy
CW	0248	Arkansas Real Estate Commission
CY	0254	Social Work Licensing Board
DC	0265	St Board of Chiropractic Examiners
DD	0268	State Board of Dental Examiners
DE	0271	St Board of Hearing Aid Dispensers
DF	0274	State Medical Board
DG	0277	State Board of Nursing
DH	0280	State Board of Optometry
DJ	0283	State Board of Pharmacy
DL	0289	Board of Examiners in Psychology
DN	0295	State Spinal Cord Commission
DP	0298	Veterinary Medical Examining Board
DS	0311	Disability Determination for SSA
DT	0314	Governor's Mansion Commission
DV	0320	Motor Vehicle Commission

(Continued)

QRC 2 - STATE CODES USED BY PECD IN AASIS

Page 3 of 8 Pages

PECD Code	Agency Number	Agency Name
ED	0341	Arkansas Waterways Commission
EF	0350	Arkansas Building Authority
EG	0360	State Claims Commission
EH	0365	Disabled Veterans Service Office
EJ	0370	Public Employee Retirement System
EK	0375	ARK Teacher Retirement System
EL	0380	AR Veterans Child Welfare Service
EM	0385	Department of Veterans Affairs
EN	0390	Worker's Compensation Commission
EQ	0405	State Bank Department
ER	0410	State Securities Department
ES	0415	State Forestry Commission
ET	0420	Arkansas Geological Commission
EU01	0425	Arkansas Insurance Department
EU02	0425	Public Employee Claims Division
EV	0430	Liquefied Petroleum Gas Board
EW	0355	AR Livestock & Poultry Commission
EX	0440	Oil and Gas Commission
EY	0445	State Plant Board
FA	0450	Arkansas Public Service Commission
FB	0455	Arkansas Soil & Water Conservation
FE	0470	Dept of Information Systems
FF	0480	Department of Correction
FF01	0480	ADC Administration
FF02	0480	ADC – Farm
FF03	0480	ADC – Pine Bluff Unit

(Continued)

QRC 2 - STATE CODES USED BY PECD IN AASIS
Page 4 of 8 Pages

PECD Code	Agency Number	Agency Name
FF04	0480	ADC – Wrightsville Unit
FF05	0480	ADC – Delta Regional Unit
FF06	0480	ADC – East AR Regional Unit
FF07	0480	ADC – Diagnostic Unit
FF08	0480	ADC – Benton Unit (Work Release)
FF09	0480	ADC – Cummins Unit
FF10	0480	ADC – Varner Unit/Supermax
FF11	0480	ADC – North Central Unit
FF12	0480	ADC – Texarkana Regional Corr.
FF13	0480	ADC – NW AR Work Release
FF14	0480	ADC- Miss. County Work Release
FF16	0480	ADC – Tucker Unit
FF17	0480	ADC – Maximum Security Unit
FF18	0480	ADC – Grimes Unit
FF20	0480	ADC- Construction and Maintenance
FF21	0480	ADC – Jefferson County Jail
FF23	0480	ADC – Classification
FF24	0480	ADC – Compliance
FF29	0480	ADC – Parole
FF31	0480	ADC – Training Academy
FF33	0480	ADC – Bootcomp (Wrightsville)
FF34	0480	ADC – McPherson Unit
FF35	0480	ADC – Malvern Unit
FH	0500	Dept of Education/General Ed Div
FJ	0510	Arkansas School for the Blind
FL	0516	Education TV Commission

(Continued)

QRC 2 - STATE CODES USED BY PECD IN AASIS
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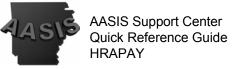| PECD Code	Agency Number	Agency Name
FM	0519	Arkansas State Library
GP	0610	Dept Finance and Administration
GR	0630	DF&A Revenue Services Division
GT	0645	Health Department
GT01	0645	Health Department Regular Employees
GR02	0645	Health Department Contract
GX	0305	AR Manufactured Home Commission
GY	0700	Department of Higher Education
HA	0710	Dept of Human Services
HA01	0710	DHS – Office on Aging & Adult Services
HA03	0710	DHS – George Jackson Mental Health
HA04	0710	DHS – AR State Hosp LR (Mental Health)
HA05	0710	DHS – Benton Services Center
HA06	0710	DHS – Developmental Disabilities Services
HA07	0710	DHS – AR Human Devel Center – Alexander
HA08	0710	DHS – AR Human Devel Center – Arkadelphia
HA09	0710	DHS – AR Human Devel Center – Boonesville
HA10	0710	DHS – AR Human Devel Center – Conway
HA11	0710	DHS – AR Human Devel Center – Jonesboro
HA12	0710	SE AR Human Devel Center – Warren
HA13	0710	DHS – Central Office
HA16	0710	DHS – Arkansas Social Services
HA17	0710	DHS – Alexander Youth Services
HA19	0710	DHS – Pine Bluff Youth Services
HA20	0710	DHS – Division of Services for the Blind
HA21	0710	DHS – County Operations

(Continued)

QRC 2 - STATE CODES USED BY PECD IN AASIS

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PECD Code	Agency Number	Agency Name
HA23	0710	DHS – Volunteerism
HA24	0710	DHS – Central AR Serious Offenders Prog
HF	0710	DHS – Rehabilitation Services
HJ	0790	AR Economic Development Comm
HK	0800	Department of Labor
HL	0810	Employment Security Dept
HN	0402	Arkansas Department of Aeronautics
HR	0865	Dept of AR Heritage Central Admin
HS	0870	DAH – Arts and Humanities
HT	0875	DAH Old State House Commission
HU	0880	DAH Natural Heritage Commission
HV	0885	DAH Historic Arkansas Museum
HW	0900	Department of Parks & Tourism
HX	0915	Dept Parks & Tourism – History Comm
HY	0790	Department of Pollution Control& Ecology
JB	0612	DFA – ABC Enforcement
JC	0950	Law Enforcement Standards & Training
JD	0955	Arkansas State Crime Laboratory
JE	0960	AR State Police
JF	0975	Arkansas Military Services
JK	0995	Office of Emergency Services
JM	0611	DFA – Alcoholic Beverage Control
JN	0631	DFA – Racing Commission
JP	0877	DAH- Historic Preservation
JR	0990	Arkansas Crime Information Center
JS	0395	AR Development Finance Authority

(Continued)

QRC 2 - STATE CODES USED BY PECD IN AASIS
Page 7 of 8 Pages

PECD Code	Agency Number	Agency Name
JT	0590	Department of Workforce Education
JU	0263	Fire Protection Licensing Board
JV	0347	Arkansas Student Loan Authority
JW	0018	Court of Appeal
JX	0228	Board of Examiners in Counseling
JY	0327	Science & Technology Authority
KA	0279	Board of Dispensing Opticians
KD	0332	AR Code Revision Commission
KH	0240	Registration for Professional Geologists
KJ	0241	Jud Discipline & Disability Commission
KK	0485	Department of Community Punishment
KL	0323	Post Prison Transfer Board
KN	0205	AR Appraisers Licensing & Certification Board
KP	0210	Auctioneer's Licensing Board
KQ	0216	State Board of Private Career Education
KR	0238	AR Ethics Commission
KS	0250	Office of Rural Advocacy
KT	0270	Dietetics Licensing Board
KX	0867	DAH – Delta Cultural Center
KY	0887	DAH – Natural & Cultural Resources
LC	0211	Professional Bail Bondsman Licensing Board
LD	0258	AR Towing & Recovery Board
LF	0318	Martin Luther King Jr. Commission
LG	0324	AR Public Defender Commission
LH	0328	AR Sentencing Commission
LJ	0232	State Board of Elections Commission

(Continued)

QRC 2 - STATE CODES USED BY PECD IN AASIS
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PECD Code	Agency Number	Agency Name
LK	0246	State Board of Physical Therapy
LL	0292	State Board of Speech Pathology & Audiology
LM	0319	AR Minority Health Commission
LN	0634	DFA – Child Support Enforcement
LO	0230	State Board of Interior Designers
LP	0261	AR Tobacco Control Board
LQ	0315	Capitol Zoning District Commission
LR		AR Women's Commission
LS		Workforce Development
LT	0490	Assessment Coordination Department
PC		Drug Task Force Members
PD	0873	Mosaic Templar Center

QRC 3 - Agency Payroll Transactions

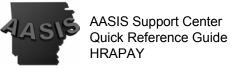| Task	Menu Path	Transaction Code
Time Sheet data (CATS) transferred to HR	Human Resources > Time Management > Time Sheet > Transfer > Human Resources	CATA
The employee's time data needs to be processed	Human Resources > Time Management > Administration >Time Evaluation > Time Evaluation	PT60
An employee's leave needs to be paid out	Human Resources > Time Management > Administration > Time Data > Maintain	PA61
Catastrophic leave actions	Human Resources > Time Management > Administration >Time Data > Maintain	PA61
An employee's one-time bonus was overlooked during the regular payroll	Human Resources > Personnel Management > Administration > HR Master Data > Maintain	PA30
Time has been evaluated and a payroll simulation needs to be done	Human Resources > Payroll > America > USA > Payroll Simulation	PC00_M10_CALC_SIMU
Time has been evaluated and an off-cycle payroll simulation needs to be done	Human Resources > Payroll > America > USA > Payroll Simulation	PC00_M10_CALC_SIMU
An employee has requested a Savings Bond deduction	Human Resources > Personnel Management > Administration > HR Master Data > Maintain	PA30
A Garnishment Order for an employee has been received	Human Resources > Personnel Management > Administration > HR Master Data > Maintain	PA30
A notice has been received to stop a Garnishment Order	Human Resources > Personnel Management > Administration > HR Master Data > Maintain	PA30
An employee would like to start a United Way deduction	Human Resources > Personnel Management > Administration > HR Master Data > Maintain	PA30
Wages need to be recovered due to a Worker's Comp. Claim	Human Resources > Personnel Management > Administration > HR Master Data > Maintain	PA30

QRC 4 - PAYROLL REPORTS

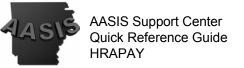| TRANSACTION CODE	DESCRIPTION	REMARKS	TIME, LEAVE, PAYROLL ROLE
FCHN	Check Register	Lists Checks Issued	Payroll
ZPYUSR0003	Deduction/Arrears Report	Lists Employees with Deductions in Arrears	Payroll
FB03	Display Workers' Comp. Payments	List Payments Received for Workers' comp	Payroll
ZGARN_DETRPT	Garnishment Details	Lists Employee and Garnishments by Vendors	Payroll
PC00_M10_CPL3UO	Garnishment Statement	Lists # of Garnishments	Payroll
ZPYUSR0002_A	Missing Infotype Check Report	Lists Employee and Missing Infotypes	Payroll
PC00_M99_CWTR	Wage Type Reporter	List information about Wage Type	Payroll
PC00_M99_CLG09	Wage Type Statements	Lists Dollar Amount for Wage Types Paid	Payroll, Central
S_ALR_87014136	Paydays on Holidays or Weekends	List paydays that occur on Holidays or Weekends	Payroll
S_ALR_87014137	Payday calendar	Lists paydays in a calendar view format	Payroll
S_AHR_61016142	Tax Infotype Summary	Summary of all Tax Infotypes for an Employee	Payroll
S_PH9_46000361	W-4 Withholding Allowance	Monitor Employees W4/W5 Withholding Info	Payroll
ZSALEXP	Gross Salary and ER Expense Report	Gross Earnings Report for Federal fiscal year, State fiscal year and calendar year	Payroll

QRC 5 - TIME REPORTS

(Page 1 of 2)

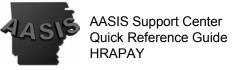| TRANSACTION CODE	DESCRIPTION	REMARKS	TIME, LEAVE, PAYROLL ROLE
PT64	Attendance/Absence Overview Report	Overview of Attendances and/or Absences	Central, Supervision, Specialist
PT_QTA10	Display Absence Quota Information	Lists Leave Balances	Central, Supervision, Specialist
PT40	Display Calendar View	Displays time entries in a Calendar view	Central, Supervision, Specialist
ZCAT	Display Catastrophic Leave Report	Displays an Agency's CAT Leave Balance	Central
CATS_DA	Display Time Worked	Displays employee time sheet entries	Central, Supervision, Specialist
PT40	Display Time Entry – Multiple Employee View	Display a List of Multiple Employees Time Entry	Central, Supervision, Specialist
PT_BAL00	Monitor Extra Help 1000 Hours	# Hours Extra Help Worked	Central, Supervision, Specialist
PT_ERL00	Time Evaluation Message Display Report	Time Evaluation Messages	Central, Supervision, Specialist
PT40	Time Management Poll	14 Time Reports Run	Central, Supervision, Specialist
ZNHE	Number of Hours Evaluated Report	View # of hours evaluated per payperiod	Central, Supervision, Specialist
ZHQE	Holiday Error Report	View Z9 errors	Central
ZLOCK	Locked Personnel Numbers Report	View locked personnel numbers	Central Specialist, Payroll

(Continued)

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QRC 5 - TIME REPORTS

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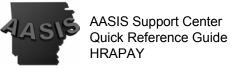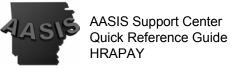| TRANSACTION CODE	DESCRIPTION	REMARKS	TIME, LEAVE, PAYROLL ROLE
Z001	Locked Absences Report	View locked absences on Infotype 2001	Central
Z002	Locked Attendances Report	View locked attendances on Infotype 2002	Central
ZPDC	PDC Error Report	View error messages on employees	Central, Payroll

QRC 6 – Payroll Infotypes (Sorted by Name)
(Page 1 of 2)

Infotype	Number	Description
Additional Payments	0015	Record payments that are only to be made once, during a specific payroll run.
Addresses	0006	Record an employee's home, work, and emergency addresses.
Bank Details	0009	Enter the employee's bank information, which is used to make direct deposits.
Basic Pay	0008	Record an employee's salary.
Garnishment Document	0194	Record a garnishment document that you have received.
Garnishment Order	0195	Enter the amount and frequency of a garnishment.
Additional Off-cycle Payments **(OPM ONLY)**	0267	Employee is due a payment in addition to their regular payroll payment, such as a correction for a specific payroll period, or if an employee is due an additional payment, such as a bonus payment overlooked in the regular payroll cycle.
Payroll Results Adjustment **(OPM ONLY)**	0221	Enter data for checks that were issued outside of the SAP Payroll system.
Personal Data	0002	Record an employee's name, SSN, birth date, gender, and marital status.
Planned Working Time	0007	Change the employee's regular work schedule.
Recurring Payments/ Deductions	0014	Enter a Savings Bond deduction for an employee.
Residence Tax Area	0207	List the state to which the employee pays taxes.
Unemployment State	0209	Enables you to list the state to which unemployment insurance is paid for the employee.
Withholding Info W4/W5	0210	Store the details from an employee's Federal Employee Withholding Allowance Certificates (Form W-4) and from the employee's equivalent state Withholding Allowance Certificate.

(Continued)

QRC 6 – Payroll Infotypes (Sorted by Name)
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Infotype	Number	Description
Work Tax Area	0208	Records the amount of time an employee spends in each locality other than their Residence Tax Area (Infotype 0207) throughout the tax period.

QRC 7 – Agency Time Infotypes (Sorted by Name)

Infotype	Number	Description
Absence Donation/Withdraw (US)	0613	Withdraw (Award) hours from the designated Catastrophic Leave Pool to an employee also Donate leave hours from the employee to a designated Catastrophic Leave.
Absence Pools	0696	Establishment an employee relationship with a Catastrophic Leave Pool
Absences	2001	Absences entered on CATS database updates this infotype and requires no direct maintenance.
Attendances	2002	Attendances entered on CATS database updates this infotype and requires no direct maintenance.
Employee Remuneration Info	2010	Record tip employees attendances and absences for payroll processing.
Planned Working Time	0007	View an employee's work schedule rule, time management status, work week and the percentage an employee works.
Quota Corrections	2013	Increase or reduce leave which is proven to be incorrect.
Substitutions	2003	Temporarily change an exempt employee's work schedule.
Time Quota Compensation	0416	Enter an employee leave to be paid out.
Time Transfer Specifications	2012	Correct a specific holiday assignment.